

**NEW JERSEY MODEL EMPLOYER/AGENCY AGREEMENT  
FOR UNPAID, 12<sup>th</sup> GRADE OPTIONS CAREER INTERNSHIPS**

(N.J.A.C. 12:56-18, School-to-Work Program, N.J.A.C. 6A:8-3.2, Career Awareness and Exploration,  
and N.J.A.C. 6A:19-6.4, Structured Learning Experiences)

**PART I: STUDENT INFORMATION**

Student Name: \_\_\_\_\_ Student#: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Student Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Career Internship Teacher Supervisor: \_\_\_\_\_ Phone #: \_\_\_\_\_ E-mail: \_\_\_\_\_

**EMERGENCY CONTACT INFO: Name:** \_\_\_\_\_ **Phone#:** \_\_\_\_\_

Business/Agency Name: \_\_\_\_\_ Employer ID #: \_\_\_\_\_

Career Option Site Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Career Option Site Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_ E-mail: \_\_\_\_\_

Start Date: \_\_\_\_\_ End Date: \_\_\_\_\_ Work Site Mentor: \_\_\_\_\_

Hours of Career Internship Activities: \_\_\_\_\_ to \_\_\_\_\_ √ All That Apply: Mon. \_\_\_\_\_ Tue \_\_\_\_\_ Wed \_\_\_\_\_ Thus \_\_\_\_\_ Fri \_\_\_\_\_

Student will report to the Career Internship site: Daily \_\_\_\_\_ Every (day of week) \_\_\_\_\_ Other: \_\_\_\_\_

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**PART 2: SCHOOL ADMINISTRATOR AND BUSINESS/AGENCY RESPONSIBILITIES**

Consistent with the New Jersey Department of Education administrative code, N.J.A.C. 6A:19-6.4, Structured Learning Experiences, the school district agrees to ensure that

- (1) All structured learning experiences shall adhere to applicable State and Federal Child Labor Laws and other regulations of the Federal and State Departments of Education and Labor, (N.J.A.C. 6A:19-6.4(a)).
- (2) The district will provide the appropriate student supervision through district employees and/or contracted services. The district may also be responsible for providing other services as required by rule or statute, (N.J.A.C. 6A:19-6.4(b)).
- (3) The student will be placed in training sites deemed non-hazardous, (N.J.A.C. 6A:19-6.4(c)).
- (4) The student will be supervised by the appropriately licensed teacher or other designated district employee holding the appropriate license, (N.J.A.C. 6A:19-6.4(c)1).
- (5) The district will maintain the student's records reflecting the unpaid, school-sponsored structured learning experience, (N.J.A.C. 6A:19-6.4(d)).

Consistent with the New Jersey Department of Labor and Workforce Development Child Labor Regulations, N.J.A.C. 12:56-18.2, School-to-Work Programs, the school district and business/agency understand that an unpaid structured learning experience taking place at a work site must include all of the following elements to be consistent with a "learning experience" and not be considered "employment." We agree to ensure that the structured learning experience meets the following regulatory requirements:

- (1) The student shall be at least 16 years of age;
- (2) The SLE activities must be related to a formal training plan (attached to this form) for the student;
- (3) There is collaboration and planning between worksite staff and school staff resulting in clearly identified learning objectives related to the activities that will be contained in the student training plan;
- (4) Any productive work is incidental to the student achieving the planned learning objectives;
- (5) The student is expected to achieve the learning objectives and will receive a grade/credit for time spent at the worksite;
- (6) The student is supervised by an appropriately licensed school official and a workplace mentor;
- (7) The unpaid SLE is of a limited duration, related to an educational purpose and there is no guarantee or expectation that the activity will result in employment; *and*
- (8) The student does not replace an employee.

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In addition, the school district, business/agency, student, and parent/guardian understand that the student is not entitled to wages or an offer of employment at the conclusion of the unpaid, school-sponsored 12<sup>th</sup> Grade Options Career Internship.

Name/Title of School Administrator: \_\_\_\_\_ Signature: \_\_\_\_\_

Date: \_\_\_\_\_ District/School Code: \_\_\_\_\_ Name of District: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Name/Title of Business/Agency Officer: \_\_\_\_\_ Signature: \_\_\_\_\_

Business Mailing Address: \_\_\_\_\_ Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

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**PART 3: INSURANCE STATEMENT:** The school district and the employer/agency agree to provide copies of their respective insurance certificates prior to the start of the unpaid, 12<sup>th</sup> Grade Options Career Internship. In addition, the parties agree to the scope, nature and responsibilities for insurance coverage of this experience. The student is responsible for transportation from school to the career internship site and from the site to home; therefore, the student and/or the student's parent/guardian is responsible for providing appropriate auto insurance if the student will drive<sup>++</sup>. The employer and student or parent/guardian agree to provide copies of their respective insurance certificates to the 12<sup>th</sup> Grade Options teacher coordinator prior to the start of the career internship.

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**PART 4: STUDENT RESPONSIBILITIES**

I agree to follow the conditions of the unpaid, 12<sup>th</sup> Grade Options Career Internship (career internship) listed below:

- (1) I will maintain regular attendance both in school and at the career internship site. I will notify the school and the appropriate employer/agency contact person if I will be tardy arriving to or if I am unable to report to my career internship site.
- (2) I will keep a daily record of my time and activities at my career internship site, and I will submit my completed career internship site reports as required.
- (3) I will demonstrate honesty, punctuality, courtesy, cooperative attitude, proper health and grooming habits, appropriate dress and a willingness to learn.
- (4) I will obey the rules and regulations of my career internship site and comply with the business/agency's business practices and procedures.
- (5) I will talk to my career internship teacher coordinator and/or my workplace mentor about any difficulties arising during the career internship.
- (6) I will work to acquire the knowledge and skills as outlined in my career internship student training plan.\*\*
- (7) I will furnish my career internship teacher coordinator with all necessary information pertaining to my career internship site, including all related assignments and reports. I understand that my career internship assessments will be based upon my the satisfactory completion of my career internship assignments, time and activity reports, and evaluations.

I understand that this unpaid career internship is not employment and I am not entitled to wages or a promise of employment at the completion of the career internship, as per the *NJ Department of Labor Child Labor Laws, Subchapter 18, 12:56-18.2, School-to-Work Program*.

**SIGNATURE OF STUDENT:** \_\_\_\_\_ Date: \_\_\_\_\_

\*\* The 12<sup>th</sup> Grade Options Career Internship student training plan is attached to this student training agreement.

<sup>++</sup> Transportation of the student to and from the career internship site shall be the responsibility of the student, unless otherwise required under the terms of N.J.A.C. 6A:14.

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**PART 4: PARENT/GUARDIAN RESPONSIBILITIES**

I agree to the following conditions of the unpaid, 12<sup>th</sup> Grade Options career internship (career internship) listed below:

- (1) I will encourage my child or ward to effectively carry out the career internship site assignments and responsibilities as outlined in the student training plan. \*\*
- (2) I will assist my child or ward to keep on schedule and to develop an understanding of the necessity of developing good work habits.
- (3) I will report any concerns raised by my child or ward regarding the career internship to the career internship teacher coordinator.

I understand that this unpaid career internship is not employment and that the student is not entitled to wages or a promise of employment at the completion of the career internship, as per the *NJ Department of Labor Child Labor Laws, Subchapter 18, 12:56-18.2, School-to-Work Program*.

I hereby give my consent for \_\_\_\_\_ to participate in unpaid, 12<sup>th</sup> Grade Options Career Internship activities during the current school year.

**PARENT/GUARDIAN SIGNATURE:** \_\_\_\_\_ **Date:** \_\_\_\_\_

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**PART 5: COMPLETION OF UNPAID, 12<sup>TH</sup> GRADE OPTIONS CAREER INTERNSHIP**

Upon completion of the unpaid, 12<sup>th</sup> Grade Options Career Internship, I certify that the student has received training in the areas indicated on the attached student training plan\*\*:

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Employer/Agency Signature: \_\_\_\_\_ Date: \_\_\_\_\_

12<sup>th</sup> Grade Options Teacher Coordinator: \_\_\_\_\_ Date: \_\_\_\_\_

School Administrator Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Assessment/Credit Awarded<sup>+</sup>: \_\_\_\_\_

<sup>+</sup> *If not, explain why here:*

**\*\* The unpaid 12<sup>th</sup> Grade Options student training plan is attached to this student training agreement.**

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**\*\*ATTACHMENT: Unpaid, 12<sup>th</sup> Grade Options Student Training Plan**

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**ADDITIONAL NOTES:**

Attach a copy of the proposed student training plan (*N.J.A.C. 6A:19*) to this document before signatures are gathered.

**Training Plan** (*N.J.A.C. 6A:19, NJ Department of Education*) means a plan that identifies training site experiences, program objectives, individual responsibilities and measurable outcomes. The training of all students shall be developed with a training plan. **NOTE:** All structured learning experiences must be accompanied by a training plan.

This form may be used for the following unpaid, school-sponsored structured learning experience placements as defined in Section II of the “Guidelines for Structured Learning Experiences”:

- 12<sup>th</sup> Grade Options Unpaid Career Internships

Link to “Guidelines for Structured Learning Experiences”: [http://www.nj.gov/njded/voc/sle/sle\\_man.htm](http://www.nj.gov/njded/voc/sle/sle_man.htm)

Link to 12<sup>th</sup> Grade Options webpage: <http://www.nj.gov/njded/aps/heqi/option.htm>